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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 8 August 1955

FROM : Acting Chief, Supply Division

SUBJECT: Personnel Requirements, Supply Division

1. As requested at the 5 August meeting concerning OL personnel program requirements, a careful analysis of this division's requirements has been made with a view toward maintaining the established level or possibly reducing work programs of a non-priority nature in some areas and thereby releasing slots from the division.

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2. Our personnel T/O of [REDACTED] civilians (including [REDACTED] Field) and [REDACTED] military officers are believed to be adequate in performance of the following assigned basic mission:

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a. The cataloging, receipt, storage, surveillance, issue, packaging, and determination of net materiel requirements for support of Agency operations.

b. The training of personnel for overseas activities, and the furnishing of supply personnel to meet Logistics requirements to carry on logistic functions world-wide.

c. The development and maintenance of the Agency Supply System to support world-wide operations in an effective and economical manner.

3. This division has not requested additional positions in FY 56 budget programs, but management studies are currently in progress, as a result of the Inspector General's recent survey, which are conclusive that additional personnel in various operating echelons will be required. Specifically, these studies apply to the [REDACTED] the Ordnance Branch, and the Inventory, Disposal and Special Accounts Section. A total of eight persons of the following grades will be necessary to balance the workload among the operating branches in the division:

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25X1A

- 1 - GS-11 Ordnance Specialist
- 1 - GS-7 Ordnance Technician
- 4 - GS-7 Property and Supply Assistants
- 2 - GS-5 Property and Supply Clerks (Typing)

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4. It is planned to fill the majority of the above slots through a re-allocation of slots within the division after completion of a survey of the entire division structure. However, FY 57 budget submissions will call for such an increase and will be modified subsequently as final determinations as to the net increases in personnel T/O are made.

5. It is naturally a difficult step to take in determining those programs in operation that may be curtailed when in effect Supply must be ready continually to meet emergencies on a 24 hour basis. The Catalog program if curtailed compounds the problems of stock management, property control and requisitioning on a world-wide basis. Inventory and Special Accounts must be conducted in accordance with pre-determined schedules in order to properly function, and Ordnance surveillance and inspection must be carried on to protect and maintain the Agency's investment in hard goods. Presently, our requisition processing group is staffed to the extent of a scheduled 4 - 5 days on the average for processing, documenting and distribution of requisitions. The depot system is staffed to issue, check and pack for shipment on an average of 20 days. Any serious reduction in personnel will naturally lengthen requisition processing and filling times.

6. At present, the maintenance and revision of the Agency Supply Catalog is being handled on a contract basis with [REDACTED]. It is planned to continue with this service in FY 56 and FY 57, depending of course on the workload. No other service type contract is planned for obvious Security reasons. In the field slots available to the division, Security precludes any contract work at [REDACTED] although further review will be given to utilizing GSA slots at the [REDACTED] at which there are six Agency positions respectively. One of these positions, at [REDACTED] is being converted to a Procurement Officer and there is a possibility of converting a GS-7 slot at [REDACTED] to support the over-all division strengthening as referred to in paragraph 3 above.

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25X1A6a

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OL/SD: [REDACTED]:mt (8 Aug 1955)

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